SUPERVISOR'S LECTURE: WEEK # 3 NOV. ~~X~~ 13-19, 1961

I. LOGS
MAster log board and its use
Meaning of color codings
Meaning of abbreviations
Log procedure
Signing and timing
missed spot procedure
DISPOSITION of logs at end of day

II. CONTINUITY AND ETs
Introduction to conitnuity and courtesy books
Process of daily continuity check
remove outdated cont. make sure everything is available
verify flick ads, replace loose continuity etc.

from now on checking cont. should be a regular shift day task rotated among heelers.

engineering:

they should know both CR I and CR II with exception of recorders, remotes and FM procedure. This will require a lot of work.

½ way eng test next week.